Minutes From June 8, 2000

Attendees:
Kati Buehler
Oleta Melnicoe
Lynn Sandlin
William McCormick
John Stutz
Regina Sarracino
David Supkoff

<u>Change Group</u> – Need to get upper management; Barry Cortez, possibly Paul Helliker to put stamp of approval on group workings & commitments to change.

<u>Ideas for Improvement</u>

1. Simultaneous routing of all data packages in evaluation
    - need complete rewrite and analysis of tracking system
    - priority ?

2. Up front page (checklist) submitted with registration submission
    - helps in overall timeliness
    - deficient submissions (returns) don't make it past the front door

3. Electronic Application – rule based validation for errors (possibly OmniPro)
    - standardize all inputs from company
    - utilize models already in place at EPA, ERMA ?

4. Electronic Label – PDF to compare and use for stamped/approved issue.

5. Internal Availability of Evaluation Report (formerly memo)

6. Transparency of Prioritization (quarterly, annual)
    - special circumstances i.e. whitefly, sharpshooter
    - possibility of letting company prioritize their own submissions

7. Receipt letter to applicants for all submissions, instead of just subs with data
    - use of firm/contact database to email
    - assist in tracking

8. Access to the tracking System

See second page for process description.

E - Electronic
P - Paper

Intake Process

MailLog Database

Tracking Database

Tracking ID **E/P**
Status Sheet/Package

Registration Specialist

Return? **E/P**
(Final Action)

E

Mailroom **P**

E **Library Indexing (Data)**

Pesticide Data Index **E**

Process on Own?
FAL, NS, RWN
E/P

Scientific Evaluation Process - Reports P

Tracking Database

Sequential Processing
Except for New AI's & 18's
Routing, Length
of Stay, and **E**
Decision Transactions

Registration Specialist

E

30 Day Posting

E

Final Decision/Action

E

Licensing

E/P